

James City County
Part-Time Benefits



INTEGRITY

COLLABORATION

EXCELLENCE

STEWARDSHIP



We work in partnership with all citizens to achieve a quality community.

James City County

Benefits

*In addition to benefits required by law, such as Social Security and Workers' Compensation, James City County employees who work **780 hours** or more are offered an excellent benefits package. Here are the highlights:*

Deferred Compensation

Employees can enroll in a plan to defer a portion of their salary for retirement purposes through ICMA Retirement Corporation. This allows employees to save for retirement using pre-tax dollars. The County will match the first \$3.75 per pay period.

Paid Time Off

Provides paid absences for any purpose including illness or vacation. Accrues each pay period and can carry up to one year maximum leave accrual.

Sick Leave Bank

Eligible employees may participate in the sick leave bank, a pool of accrued leave days for use by members who are unable to work because of an extended personal illness or disability. To become a member, eligible employees contribute a day of leave to the pool. After a 42 day waiting period and all paid time off is exhausted members are eligible to receive their full pay up to 6 weeks. New employees can join 30 days after their introductory period ends or during open enrollment periods.

Funeral Leave

Employees may use up to 3 days per death of an immediate family member.

School Leave

Employees may use up to 8 hours of school leave per fiscal year to meet with their child's teacher, attend a school function in which their child participates, or volunteer at a school.

Civil Leave

Civil leave may be used when serving on a jury, or attending court as a witness under subpoena.

Military Leave

Military leave may be used by employees who are a member of the organized reserve forces of any of the armed services of the United States, National Guard, or Naval Militia to provide paid absences of up to 15 days per federal fiscal year when called to active duty for training or when called by the Governor during a disaster.

Holidays

The County observes eleven paid holidays per year:

- Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Holiday
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
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Flexible Spending Accounts

Eligible employees may participate in this program which allows employees to set aside pre-tax dollars for medical and prescription expenses. Up to \$500 can be carried over to the following plan year.

Employee Assistance Program

This program offers confidential counseling for a variety of needs to employees and their dependents. 5 free visits are provided to the employee and their dependents.

Tuition Assistance

Employees are eligible for payment of tuition costs up to the maximum dollar amount each year.

Public Service Loan Forgiveness (federal direct loan)

James City County qualifies as a public service organization to help you qualify for this trial student loan forgiveness program. For more information go to

StudentAid.gov/publicservice

Direct Deposit

- Pay checks are automatically deposited into employees' checking or savings accounts.

- Pay days are the 14th and 28th of each month.
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Service Awards

Employees receive certificates and awards for continued service beginning at 5 years and continuing at 5-year intervals.

Working Towards Wellness Program

The Working Towards Wellness program is designed to provide County employees with the information and resources needed to achieve and maintain a healthy and fit lifestyle. To assist employees with achieving fitness goals, employees may be eligible for discounted rates at the Community Center.



The Human Resource Department will be glad to answer any questions. Call 757-253-

James City County's benefit package is approved by the Board of Supervisors and may be subject to change. 07/2015